

<b>United States Army Japan</b> <b>Merit Promotion and Placement</b> <b>Vacancy Announcement</b>		雇用の種類/Employment Type IHA	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number IHA(III)15-001-01 <b>*Re-Announcement*</b>	募集期間/Opening Period Open Until Filled	募集範囲/Area of Consideration すべて/All	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Bar Manager, #22, BWT 1-4			基本給/Basic Wage ￥ 187,700
部隊名/Organization Zama Community Club, DFMWR, USAG-J		勤務時間/Work Schedule 週 40 時間制/Hours Per Week ( <input type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input checked="" type="checkbox"/> 土/Sa <input checked="" type="checkbox"/> 日/Su <input checked="" type="checkbox"/> 変則勤務/Irregular Shift Work	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) <b>*ご応募に際して注意事項 (<a href="http://www.usagi.jp.pac.army.mil/gojjobs/howtoapply_jp.aspx">http://www.usagi.jp.pac.army.mil/gojjobs/howtoapply_jp.aspx</a>) を必読し、申請用紙は応募する毎に同ページより最新版をダウンロードしてください。最新版の申請用紙を使用しない応募は無効となりますのでご注意ください。 Please click on the above URL, read through how to apply, and use the most updated application downloaded at the website. Application without using the most current application is invalid.</b> **フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration. <u>申請用紙 / Applications :</u> <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) <b>* 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid.</b> <u>申請用紙の記入言語 / Language to complete applications :</u> <input checked="" type="checkbox"/> 英語/English <input type="checkbox"/> 日本語/Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well) <input checked="" type="checkbox"/> ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score. <input checked="" type="checkbox"/> 日本の運転免許証の写し/Copy of Japanese driver's license <input type="checkbox"/> 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed. <input type="checkbox"/> その他/Other			
採用までに提出するもの/ Additional Documents Required Before Hiring 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
<u>応募方法/To Apply</u> 上記の書類を締切日までに担当の人事課まで郵送してください。 締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。 提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing 宛名 在日米陸軍 IMJN-JER 日本人事務所 雇用課 IHA(III)15-001-01		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 Name: JESO, USAG-J IMJN-JER IHA(III)15-001-01	

### **職務内容 / Duties:**

1. Responsible for ordering and receiving alcoholic, non-alcoholic beverages (Beer bottle, cans, etc) and bar supply items from MWR warehouse and/or prime local vender. Stock bar beverages and supply items. Distributes beverages and supply items to bar (for the daily operations).
2. Responsible for monthly physical inventory for each for bar, checks for the discrepancies, consolidates and submit reports. Responsible for inputting, maintaining and updating data utilizing RecTrac System. Updates cost cards. Establish an Excel database and input daily in and out of items to keep the par level.
3. Responsible for five bar operations at the CZCC. Direct and supervise 6 bartenders (including bartender chief) and fill in for subordinate bartender's in case of their absence. Handles cash and interact with customers as a bartender when needed. Open and close cash register for the shift, count and turn in funds to cashiers. Insures that bar area, glasses and bar stools are clean and sanitary for operations. Set up and operate beverage booths for open post and special events. Transport sales item by using OVA vehicle when needed.
4. Receives required instruction either orally or in writing from Management and is held responsible for proper operation of all bar activities. Attend staff meeting weekly, and informs subordinate bartenders of any changes in club operations. Gives instruction and guidance to the bartenders. Provides customer service training for staff as directed by Facility Manager

Performs other related or incidental duties, as assigned.

### **最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

Must have at least one (1) year of specialized experience\* equivalent to BWT 1-3 OR four (4) academic years above high school leading to a bachelor's degree OR Completion of four (4) year college/university.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

\*\*When substituting education for special experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

### **要求される英語力レベル / Required Language Proficiency Level (LPL):**

Average Proficiency Requirement: Language Proficiency Level 2, TOEIC 470, TOEFL (PBT) 460, TOEFL (IBT) 48 or EIKEN Grade Pre 2.

### **要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates:**

1. Must have Japanese driver's license.

### **要求される雇用条件/Required Condition of Employment:**

1. Must be able to pass required physical exam.
  - a. Must be physically fit to perform the duties above.
2. Must be available for irregular shifts between 1000-0315 and holidays.
3. Must be able to maintain/obtain Military Motor Vehicle Operator's License.
4. Must attend Customer Service Training.

**タイムイングレード/Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have served at least 6 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.